

Privacy Policy

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When Jorudan Co., Ltd. Shinjuku Station Navipo Office (the “Office”) implements a demonstration experiment of guidance service (the “Experiment”) at Tokyo Shinjuku Station, the Office believes that protecting the personal information receive from users is an important social responsibility. Based on the privacy policy, all officers and employees shall understand the importance and responsibility of personal information management, and perform their duties.

1. When acquiring personal information, the Office shall specify the purpose of use and in principle inform users in advance. In addition, considering work content the Office shall handle the personal information appropriately.
2. In order to manage personal information strictly, the Office shall implement measures to prevent and correct unauthorized access to personal information, loss, destruction, falsification and leakage of personal information.
3. The Office shall comply with laws and other norms regarding personal information.
4. The Office shall educate officers and employees to raise their awareness of personal information protection.
5. The Office shall strive to improve the internal system for personal information protection. And the Office shall also review this and make continuous improvements.

Handling personal information

○Purpose

The purpose is to determine how to handle and use the personal information obtained from the Experiment.

○Content

In principle, the personal information the Office collected shall be limited to the minimum necessary information such as name, age, gender, nationality, email address, phone number, etc. for carrying out the Experiment.

○Purpose of use

The Office shall use personal information within the scope of the following purposes. Without user’s consent, personal information shall not be used other than the following purposes.

1. Responding to inquiry
 - To respond to user’s inquiry, personal identification information is necessary
2. Provision of the Experiment APP
 - To confirm the application
 - To verify user’s identity when using
 - To notify user that provision conditions be changed, stoped and terminated, or the contact be cancelled.
3. Survey analysis
 - To implement questionnaire survey analysis
4. For advertising
 - To advertise and promote the Experiment

5. Improvement of the Experiment APP

- To statistically analyze the usage status and use it as a reference for improving or developing the application

○Provision of personal information to third parties

Acquired personal information shall not be disclosed to third parties except as listed below.

1. With the consent of the user
2. To achieve the purpose of use, outsourcing the handling of personal information within the necessary range
3. To process statistical data where individuals cannot be identified
4. When there is an urgent need for the protection of human life, body or property
5. When required by laws

○Safety management

In order to manage personal information strictly, the Office shall implement measures to prevent and correct unauthorized access to personal information, loss, destruction, falsification and leakage of personal information. In addition, when user provides personal information via the Internet on a web page, etc., in order to prevent unauthorized access, the Office shall encrypt personal information by SSL (Secure Sockets Layer) and implement security technology to ensure the safety.

○Disclosure, correction and suspension of use

If users want to disclose, correct or suspend the use of the personal information provided by the Office, or if users have any questions, please contact the following.

2-5-10 Shinjuku, Shinjuku-ku, Tokyo 160-0022

Jorudan Co., Ltd. Shinjuku Station Navipo Office

TEL:03-5369-4052 Email:shinjuku-st-navipo@jorudan.co.jp

○Complaints & Consultations

For complaints and consultations regarding personal information, please contact us in the same way as above.

Use of Cookies and Google Analytics in Internet Service

○Use of Cookies

The Office may use cookies for the purpose of improving the service of the internet service the Office operate to understand the usage situation. And the information stored in cookies does not include any personally identifiable information (name, address, phone number, etc.)

○Use of Google Analytics

The Office may use Google Analytics to collect and analyze access logs to improve the service of the Internet service the Office operate. Regarding information collected by Google Analytics, please find more information on the page of "[How Google uses data when you use our partners' sites or apps](#)".